

16 September 1946

MEMORANDUM FOR ICAPS

Will each member of ICAPS please supply me each Monday morning with a brief summary of his activities and accomplishments of the past week and a statement of his projects continuing uncompleted in the current week.

This material will be consolidated into a weekly report to the Director, possibly for oral presentation at the Tuesday staff meeting of the progress ICAPS is making toward the fulfillment of the CIG mission.



c/ICAPS]

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SUMMARY - 16-21 September, 1946

1. Visited War Department Document Center and studied its operations, functions and value. Recommended, with [redacted] that CIG take over 55 WD civilian personnel of WDC without delay and before 9 October, and that plans be made to take over the entire Document Center in its present location on or about 1 December. ✓ 25X1
2. Received clearance from Mr. Heck on State Department Plan for Biographical Intelligence.
3. Prepared draft of a Composite CIG Plan on Biographical Intelligence and arranged ICAPS meeting for approval of same. (C&D and ORE representatives were present) Plan was approved with revisions, for submission to a meeting of IAB representatives.
4. Prepared notes and comment on ONI proposals regarding Static Intelligence and on [redacted] proposal regarding relationship of CIG with JIC. 25X1
5. Attended conference at which Col. McCoy explained operation of Document Center at Wright Field. This Document Center is purely Air Technical Intelligence and should remain an Air Force responsibility. Discovered, however, that allied document centers such as Aberdeen Proving Ground, Camp Ritchie, GMDS, etc. will eventually need coordination by CIG. ✓
6. Conference with [redacted] on administrative arrangements on taking over WDC. 25X1
7. Conference with [redacted] on War Intelligence Directives. 25X1

[redacted]  
S. Edwards:

SUMMARY - 23-27 SEPTEMBER

1. Assisted in revision of notes on CIG projects for use of DCI in conference with NIA.
2. Prepared directive to ORE requiring that office to be prepared and make definite plans to take over control of Washington Document Center by 1 December. Progress reports on 15 October and 15 November.
3. Conferred with [redacted] over administrative problems of WDC, with the point being made that if CIG transfer civil service personnel, War Department must leave the key military personnel now at WDC in place.
4. Prepared memorandum calling second meeting on Coordination of Biographical Data with draft plan attached. Advance copies of draft delivered informally to Mr. Heck and Mr. Neal of State, to Colonel Lacey of War, and Commander Rodon of Navy.
5. Prepared comments on FIE plan strongly recommending that CIG be the parent of "flying squads" incident thereto.
6. Attended and took notes for minutes on ICAPS meeting on Coordination of Dissemination. Representatives asked for certain information by 8 October upon which second meeting on this subject will be based.
7. Attended meeting with Secretary SWNCC at which procedure for CIG cooperation with SWNCC was decided. Plan to be prepared for DCI to this effect and presented by DCI to SWNCC at an early meeting of SWNCC.
8. After ICAPS conference on incidental administrative problems, prepared memorandum for DCI to General Chamberlin stating CIG's policy in regard to WDC and asking him to submit his definite desires in this regard.
9. Prepared draft of CIG directive announcing the procedure for establishment of NIR and attaching Special NIR for China Area.
- 10.- Attended meeting with representatives of USBSS and National Archives where procedure on turn-over of files of the former to the latter (under CIG control and monitor) was decided upon. Master index of this file to be made as closely as possible to that of the Washington Document Center.
11. Notes on meeting concerning departmental primary responsibilities in Collection and Evaluation of Intelligence. CIG will prepare a draft plan for coordination of Collection and Collection Directives. Departmental representatives will each submit their plan for allocation of primary responsibilities in the broad field, to include Evaluation.

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Approved For Release 2005/12/23 : CIA-RDP83-01034R000200170005-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Mr. Edgar

DATE: October 7, 1946

FROM : Colonel Edwards

SUBJECT: Summary - 30 September-4 October.

1. Arranged meeting between personnel and administrative officers of CIG, WDC, and G-2 on detailed arrangements for handling War Department civilian personnel on duty at Washington Document Center. This meeting resolved the existent administrative problems and permitted the retention of this civilian personnel who otherwise would have been discharged October 9.
2. Conferred with ORE and members of ICAPS on minor revisions of proposed National Intelligence Requirements for China Area. Prepared new draft thereof.
3. Presided at second meeting for approval of Plan for Coordination of Biographical Intelligence. Due to fundamental differences of principle brought out in discussion, called a special meeting of a small working group for following day to resolve these differences and prepare a revised draft of plan. Progress is being made in this regard.
4. Arranged for and invited representatives to a meeting of the proper administrative people to resolve the problem of CIG eventually taking over military and naval personnel on duty at Washington Document Center. Meeting will be in ICAPS Conference Room at 1000 8 October.

SHEFFIELD EDWARDS  
Colonel, FA

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SUMMARY 7-11 OCTOBER 1946

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1. Arranged and attended ICAPS meeting on EEI (NIR) at which draft was approved. This draft was forwarded to agencies with invitation for a meeting at 1430 18 October to concur or revise before publication. ✓

2. Arranged a personnel and administrative meeting of CIG, Army, and Navy personnel on details incident to CIG operation of the Washington Document Center.

3. Prepared fourth draft of Coordination of Biographical Intelligence and arranged meeting at which agency representatives approved same for submission to IAB. The provision for the maintenance by CIG of a Central Biographic Reference File was stricken from the document with the understanding that this question would be submitted separately to the IAB by the Director. ✓

  
S. EDWARDS  
Colonel, FA

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SUMMARY 14-18 OCTOBER 1946

1. Final draft of Coordination of Biographical Intelligence was prepared and forwarded to the IAB for consideration at their next meeting.
2. Present and presided at meeting of agency representatives re approval of draft of "NIR for China Area". Part I thereof was approved in principle but dropped from the agenda pending direct arrangement between CIG and State Department. Part II was approved with minor revisions. Part III was approved provided an explanatory paragraph be added explaining the use of this portion of the document. A meeting of small working group was called for 1430 23 October to give final concurrence and approval before submission to IAB.
3. Followed up in conjunction with [ ] on previously planned procedure to prepare letters to Secretaries of War and Navy definitely stating personnel requirements which must be met by their departments if JAB request to have CIG take over WDC could be honored.

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Colonel, FA

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Mr. Donald Edgar

FROM : Colonel S. Edwards

SUBJECT: Staff Assignments

DATE: 24 October 1946

## 1. Undersigned is now working on following projects:

- a. Biographical Intelligence
- b. NIR-China - later global (?)
- c. Washington Document Center
- d. Preliminary measures to standardize filing systems in Reference Files and Reporting Manuals
- e. Preliminary measures for preparation of working draft on Coordination of Collection

2. The following is submitted merely as a suggestion for a breakdown of staff assignments within ICAPS into logical divisions. It is realized that we may not be quite ready for this, but at least such a breakdown might well be of use as a guide in assigning individual responsibilities to the staff. I believe the principle that must obtain is to prevent the staff from becoming so immersed in day by day problems that they fail to exercise the utmost initiative in progressively increasing the efficiency and extent of inter-departmental coordination and planning.

3. STAFF ORGANIZATION ICAPS

## (1) Ops. A - Operational Coordination of Intelligence

- a. Overall allocation of responsibilities for production.
- b. Coordination of Collection
- c. Coordination of Research
- d. Coordination of Dissemination & Reproduction
- e. Coordination between Assistant Directorates within CIG

## (2) Ops. B - Functional Coordination of Intelligence

- a. Scientific
- b. F.I.E.
- c. Technical
- d. Basic Intelligence Compilation
- e. Topographic (Geographic) Intelligence
- f. Libraries, files, and documents
- g. Intelligence services, reproduction, etc.

## (3) Plans - National Intelligence Planning

- a. NIR
- b. National Intelligence policies
- c. Investigation of new intelligence sources
- d. ~~Correlation of overt and covert intelligence~~
- e. Relations with JCS, SWNCC, JIC, MED, JRDB, etc.
- f. Relations with Depts. not in NIA

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-2-

4. Organization - Organization and Management
  - a. Tables of organization, charts, duties, etc.
  - b. Administrative and personnel policy
  - c. Organizational plans and requirements

5. Liaison - Interdepartmental Liaison

(An additional duty for one individual each from the four parent intelligence agencies)

(These four individuals are also charged with following up on matters before ICAPS which are either exclusively departmental, or of particular concern to their department).

6. ICAPS Secretariat -

Office administration and coordination. Preparation of minutes, routine reports, etc.



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Colonel, FA

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21 - 25 OCTOBER 1946

1. Held final meeting with agency representatives and ORE on NIR-China. Draft of NIR was unanimously approved with but minor and inconsequential revision. Representatives recommended that NIR be next prepared on Korea in high priority, perhaps at the same time as the Middleast.

2. It was decided to publish NIR as an N.I.A. directive and the papers are now being prepared by [ ]

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3. Prepared draft of letter to the Secretary of War reference allocation of military personnel to the Washington Document Center in order that DCI can accede ~~to request~~ to request of General Chamberlin and Admiral Inglis.

4. Prepared request to ORE to prepare a draft collection plan for reporting in the field along the lines suggested by [ ] and G-2. This draft to be submitted to ICAPS by Nov. 2. Thereafter, ICAPS and ORE prepare the revisions necessary to submit to IAB.

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[ ]  
SHEFFIELD EDWARDS  
Colonel, FA

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11 - 15 NOVEMBER 1946

SUBJECT: Weekly Report

I. Projects carried over from previous week:

1. Coordination of Agency Directives for Biographic Plan
  - a. Meeting arranged with agencies for 1430, 18 November.
  - b. ICAPS Directive to ORE, OCD, and P&A to implement CIG Directive 16, prepared and forwarded.
2. SDS at Baltimore - obtained permission from G-2 to visit on 19 November with [ ] to consider advisability of taking over (as requested by General Chamberlin).
3. NIR China - attended meeting under chairmanship [ ] at which NIR were allocated to various agencies for collection. The latter is preparing directive.
4. Washington Document Center - awaiting reply from Secretary of War.

II. Projects planned but not yet initiated:

1. NIR Middle-East
2. NIR Korea
3. NIR Global (?)
4. Directive to ORE and OCD to have Librarian and Business Machine expert prepare study on CIG and interagency filing system and reporting manual. (Held awaiting arrival of key personnel).

III. Projects initiated during week reported on:

1. None

IV. Projects Completed during week reported on:

1. None

V. Projects expected to be completed during coming week:

1. Coordination of Agency Directives for Biographic Plan.
2. NIR - China

VI. Projects expected to be carried over to following week:

1. SDS at Baltimore
2. NIR Middle-East
3. NIR Korea
4. Directive to ORE and OCD to have Librarian and Business Machine expert prepare study on CIG and interagency filing system and reporting manual. (Held awaiting arrival of key personnel)

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Colonel, FA

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18 - 22 NOVEMBER 1946

**I. Projects carried over from previous week:**

**1. Coordination of Agency Directives Implementing Biographic Plan.**

- a. Meeting held 18 November 1946. It was agreed to revise Summary Report Form to contain more factual data - agencies to send directives to field on 1 December - directives to be effective 1 January 1947 or upon receipt.

**2. SDS at Baltimore**

- a. Visited this agency in company with [ ] Complete report is pending study of GMDs in Pentagon.

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**3. Collection Plan for NIR-China.**

- a. Final meeting held. Upon telephone clearance of this plan by each agency, CIG will publish NIR-China.

**4. Washington Document Center.**

- a. Prepared memo to Secretary of War informing him DCI will accept this responsibility. (Personnel ceilings were raised as requested by the WD).
- b. Prepared memo from Director to ORE announcing policies for WDC in regard to Allied Force personnel.
- c. Now awaiting written memo from Secretary of the Navy.

**II. Projects planned but not yet initiated:**

**1. NIR-Middle-East**

- a. To be initiated as soon as NIR China is published. This to be handled by ORE with ICAPS member to follow the project and attend meetings.

**2. Directive to ORE to have Librarian and business machine expert prepare study on CIG and interagency filing system and reporting manual.**

**III. Projects initiated during week report on:**

**1. None**

Weekly Report

-2-

25 November 1946

IV: Projects completed during week reported on:


1. Coordination of Agency Directives Implementing Biographic Plan.
2. Collection Plan for NIR China.

V. Projects expected to be completed during coming week:

1. Washington Document Center.

VI. Projects expected to be carried over to following week:

1. SDS at Baltimore
2. GMDS at Pentagon
3. NIR- Middle-East

  
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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : 

DATE: December 9, 1946

FROM : Colonel Edwards

SUBJECT: Weekly Report - Week Ending December 6, 1946

## I. Projects carried over from previous week:

1. NIR - China and Collection Plan to implement - awaiting clearance by agencies of Collection Plan.

2. The Third Agency Rule - recommendations being made to deter IAR proper on this.

3. SBS and GMS - awaiting further study.

## II. Projects planned but not yet initiated:

1. NIR - Middle East. Awaiting publication of NIR-China.

2. Coordination of reporting manuals and index system. Awaiting employment by ORE of librarian.

3. Measures to setup Central Biographic Reference Index File. Awaiting employment by ORE of Chief of Biographic Branch.

## III. Projects initiated during week reported on:

1. Preparation of draft NIA Directive on Production (with Adams). Awaiting study and another ICAPS conference.

## IV. Projects completed during week reported on:

None.

## V. Projects expected to be completed during coming week:

1. III (1) above.

2. I (2).

## VI. Projects expected to be carried over the following week.

1. I (1).

2. I (3).

3. II (1), (2), (3).

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December 16, 1946

MEMORANDUM FOR MR. EDGAR:

Subject: Weekly Report - Week ending December 13.

I. Projects carried over from previous week:

- 25X1
- ✓ 1. NIR - China and the implementing Collection Plan - awaiting personal clearance by Admiral Inglis and General Chamberlin. Has been cleared by [redacted]
  - ✓ 2. The Third Agency Rule - an IAB paper on this has been deferred. ORE has been instructed to prepare study on Security Control of Dissemination after Dissemination Plan as a whole has been approved.
  3. SDS and GMS - awaiting further study. OSO is now preparing a requirement on both SDS and WDC, which will be considered in determining need for SDS.
  - ✓ 4. Preparation of draft NIA directive on Production [redacted] Awaiting ICAPS conference.

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II. Projects planned but not yet initiated.

1. NIR - Middle East - Awaiting publication of NIR - China.
2. Coordination of reporting manuals and index system. Awaiting employment by ORE of librarian.
3. Orientation of Chief of Biographical Branch and measures to open sources of Biographic Intelligence outside of IAB. Awaiting employment by ORE of Chief of Biographical Branch.

III. Projects initiated during week reported on:

1. Transfer of WDC to OO - briefed Asst. Director for Operations and took him to inspect WDC.
2. Policy announcement re Allied Officers of WDC amended to include a Canadian Liaison Officer.
3. Dispatched representatives of ORE and OO to Document Conference at Wright Field.
4. Orientation of OSO on documents at WDC - briefed representative who were ignorant of document situation and took them to WDC.

IV. Projects completed during week reported on:

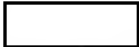
1. I - 2 above.
2. III - 1 - 2 - 3 and 4 above.

V. Projects expected to be completed during coming week:

1. I -1 - 4 above.

VI. Projects expected to be carried over the following week:

1. I - 3.
2. II-1 - 2 - 3.

  
SHEFFIELD EDWARDS  
Colonel, FA


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December 30, 1946

MEMORANDUM FOR MR. EDGAR:

Subject: Weekly report - Week ending December 27.

On leave the entire week.

  
SHEFFIELD EDWARDS  
Colonel, FA

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January 6, 1947

MEMORANDUM FOR MR. EDGAR:

Subject: Weekly Report - Week ending January 3, 1947.

I. Projects carried over from previous week:

1. NIR-China.
2. Liaison Plan with IAB (Ops Memo 3).
3. Establishing Liaison with departments and agencies other than IAB.
4. Transfer of SDS and GMDS - awaiting further study.

II. Projects planned but not yet initiated:

1. NIR-Middle East - awaiting publication of NIR-China.
2. Central Biographic Reference Index File - awaiting procurement of Chief of Biographic Branch.

III. Projects initiated during week reported on:

1. None.

IV. Projects completed during week reported on:


1. Ops Memo 3 (Liaison Plan) prepared and concurred in by Offices - awaiting final draft for publication.

V. Projects expected to be completed during coming week:

1. I (2) and (3) above.

VI. Projects expected to be carried over to following week:

1. I (1) and (4).
2. II (1) and (2).

  
SHEFFIELD EDWARDS  
Colonel, FA

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